



PS-PARALEGAL SPECIALIST

Characteristics of Work

This is administrative work of a paralegal nature providing legal interpretation and consultation and performing research and reference services primarily in the technical area of public utility regulation. Incumbent interprets and explains laws, regulations, and procedures to staff members; reviews reports and assists in preparation of legal documents and cases for hearing or trial; is responsible for supplying legal reference services, coordinating data requests among divisions, and conducting extensive research. Work is performed under the general supervision of an administrative superior.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Interprets and explains federal and state laws, rules, regulations, policies, and procedures to staff members.

Assists in preparation and examination of legal documents of instruments affecting the agency.

Reviews reports and assists in preparation of cases for hearing or trial.

Trains and supervises staff members in reference work and research techniques.

Conducts long-term research projects.

Supplies reference services upon request.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Bachelor's Degree from an accredited four-year college or university in Paralegal Studies or a related field and one (1) year of experience in work requiring a knowledge of court filings, records, and appeals, or completion of one (1) year (thirty [30] semester hours) from an accredited school of law;

OR

Graduation from a standard four-year high school or equivalent (GED) and five (5) years of related experience, of which one (1) year must have been in work requiring a knowledge of court filings, records, and appeals.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis, except there shall be no substitution for one (1) year of experience in work requiring a knowledge of court filings, records, and appeals, or completion of one (1) year (thirty [30] semester hours) from an accredited school of law.

Required Document: Applicant must attach a valid copy of his/her transcript or other evidence to verify required coursework.